

# County of Moore Planning and Transportation



Inspections/Permitting: (910) 947-2221  
Planning: (910) 947-5010  
Transportation: (910) 947-3389  
Fax: (910) 947-1303

## WIRELESS COMMUNICATION FACILITIES (WCF) APPLICATION PACKET

### Step 1. Pre-Application Meeting with Planning Staff

The applicant must schedule a pre-submittal meeting with Planning Staff to discuss the preliminary assessment of the request, adopted plans, and process. The applicant should provide a sketch plan for the pre-application meeting.

### Step 2. Project Review Team Meeting with County Staff

The applicant needs to schedule a meeting with County Staff to discuss local and state approval processes and the projected infrastructure needs.

### Step 3. Application Submittal

The applicant must submit a complete application packet on or before the submittal deadline. This includes:

- \$2,500.00 for new tower review plus postage for adjacent properties.
- A detailed Rezoning Map / Site Specific Development Plan.

### Step 4. Administrative Review

Planning Staff will review the request and provide the following public notifications prior to both the Planning Board meeting and the Board of Commissioners meeting / public hearing:

- All adjacent property owners will be notified by certified mail.
- A notice will be placed in the newspaper containing information about the meeting.
- A sign will be posted on the property visible from the nearest public road.

### Step 5. Community Meeting

Community meetings are opportunities for informal communication between applicants and the owners and occupants of nearby lands, and other residents who may be affected by the application and to provide the applicant an opportunity to hear comments and concerns about the proposal as a means of resolving conflicts, where possible.

### Step 6. Planning Board Meeting

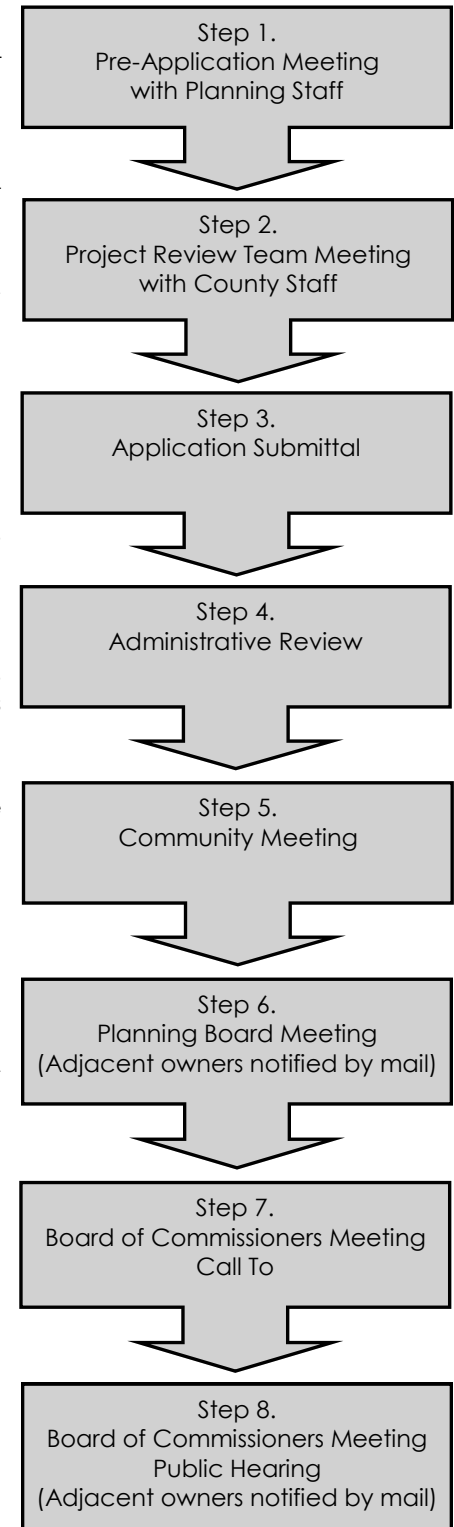
Planning Staff will present the request to the Planning Board. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Planning Board will make a recommendation to the Board of Commissioners.

### Step 7. Board of Commissioners Meeting—Call To

Planning Staff will present the request to the Board of Commissioners to schedule a Public Hearing. Applicants need not be present at this meeting.

### Step 8. Board of Commissioners Meeting—Public Hearing

Planning Staff will present the request to the Board of Commissioners. A public hearing will be held. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Board of Commissioners will make a final decision.



## Application Submittal Deadlines / Meetings

A date and location for a public hearing will be set (subject to change) once a complete application is submitted to the Planning Staff.

<b><u>Application Deadline</u></b>	<b><u>Planning Board Public Hearing</u></b>
September 21, 2020	November 5, 2020
October 19, 2020	December 3, 2020
November 23, 2020	January 7, 2021
December 21, 2020	February 4, 2021
January 18, 2021	March 4, 2021
February 15, 2021	April 1, 2021
March 22, 2021	May 6, 2021
April 19, 2021	June 3, 2021
May 17, 2021	July 1, 2021
June 21, 2021	August 5, 2021
July 19, 2021	September 2, 2021
August 23, 2021	October 7, 2021
September 20, 2021	November 4, 2021
October 18, 2021	December 2, 2021

## Site Specific Development Plan

Chapter 4 Section 2 of the Moore County Unified Development Ordinance.

A site specific development plan includes:

1. Dimension of property (front, side, and rear property lines)
2. Dimensions and locations of any existing or proposed buildings and signs
3. Existing and proposed uses of building(s) and/or land
4. Non-residential floor plans
5. Existing and proposed street right-of-ways and/or easements
6. Current and /or proposed setbacks from property lines, easements, and ROWs
7. Dimensions and locations of driveway, parking lots, and parking spaces
8. Dimensions and location of loading and unloading areas
9. Existing and proposed utilities
10. Non-residential screening plan
11. Significant natural features including floodplain, wetlands, lakes, streams, etc.
12. Existing and proposed impervious surface percentages
13. Location of any stormwater control devices, any stormwater control plans, and the name of the certifying engineer
14. Phasing plans
15. Any other information which the Administrator deems necessary as required per local, state, or federal law.



Application Date:			
Address of Property:			
Applicant:			Phone:
Applicant Address:	City:	St:	Zip:
Owner:			Phone:
Owner Address:	City:	St:	Zip:
Current Zoning District:	Proposed Zoning District:		
Current Use(s):	Proposed Use(s):		
Proposed rules, regulations, condition(s) for the proposed district that address the impacts expected to be generated by the development or use of the site: <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>			
Statement of reasonableness of the proposed conditional zoning. The statement shall include, but not be limited to the following: <div style="margin-left: 20px;">           1. The conditional rezoning compatibility with the County Land Use Plan and other adopted plans of the County.            2. The conditional rezoning compatibility with the existing land uses on abutting and neighboring tracts.            3. The benefits and detriments of the conditional rezoning for the subject property, neighboring properties and the surrounding community.         </div> <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>			

I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests or information as designated by the County of Moore Zoning Administrator.

Applicant/Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant/Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only:  
PAR ID: \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_

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## WIRELESS COMMUNICATION FACILITIES (WCF) FREESTANDING NON-CONCEALED

### Applicant Information

Applicant Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant Classification: ☐ Commercial Wireless Provider ☐ Governmental User ☐ Private Business User

Is this a joint application by two or more wireless service providers? ☐ YES ☐ NO

If this is a joint application, please attach contact information for each additional applicant.

### Parcel Information

ParlID #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Landowner Information

Landowner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### WCF Owner Information

Owner Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### WCF Facility Information

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

Support structure height: \_\_\_\_\_ Ground elevation (ASML): \_\_\_\_\_

Support structure description: ☐ Monopole ☐ Rooftop ☐ Self Supporting Lattice Tower ☐ Guyed Tower ☐ Other

Height of proposed co-location (AGL): \_\_\_\_\_ Additional co-locations available? ☐ YES ☐ NO

Number of co-location slots available: \_\_\_\_\_

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### APPLICATION REQUIREMENTS

**Please check each item per the Moore County Unified Development Ordinance Section 8.99(B):**

- ☐ Site Plan. In addition to the site plan requirements per Section 4.2, the following shall be included: details of existing and proposed facilities and fall zone radius labeled "NO BUILD ZONE."
- ☐ Radio Frequency. A statement from a registered engineer that the WCF will be maintained and operated in accordance with all applicable Federal Communications Commission (FCC) rules regarding radio frequency emissions and interference and if there is interference with public safety communications, the applicant shall utilize procedures set forth by the FCC and the party causing the interference shall reimburse the County for all costs associated with resolving the interference.
- ☐ Structural Analysis. Signed and sealed by a NC Registered Professional Engineer that the support structure upon completion of the applicant's installation has the structural integrity to accommodate the proposed equipment and complies with all applicable Federal and State building, fire, structural, electrical, and safety codes.
- ☐ Lighting. Applicant shall provide documentation that lighting shall not exceed the Federal Aviation Administration (FAA) minimum standards (minimum intensity and longest duration between flashes) and shall utilize allowed downward shielding to minimize visual impact to pedestrians and reduce the potential attraction to migratory birds. Strobe lights during daylight hours and red lights during nighttime hours unless specifically prohibited by the FAA. A WCF may utilize a security light controlled by a motion-detector sensor at or near the entrance to the facility.
- ☐ Owner Authorization. Proof that a property and/or antenna support structure owner's agent has appropriate authorization to act upon the owner's behalf if applicable.
- ☐ Insurance. Proof of certificates of insurance of general liability insurance in the amount of at least \$1,000,000 covering any liability arising out of its construction or operation of the WCF.
- ☐ Bond. Applicant shall submit a performance bond or letter of credit from an accepted bank in the amount of \$20,000 or a bond equal to the written estimate from a qualified tower removal contractor to guarantee that the facility will be removed when no longer in use.
- ☐ US Fish and Wildlife Service submitted information, if applicable. ☐ Yes ☐ No
- ☐ National Environmental Policy Act (NEPA) checklist, if applicable. ☐ Yes ☐ No
- ☐ State Historic Preservation Office (SHPO) letter, if applicable. ☐ Yes ☐ No
- ☐ Federal Aviation Administration (FAA) approval, if applicable. ☐ Yes ☐ No
- ☐ Buffer. Refer to Section 7.11. Grading shall be limited to necessary area.
- ☐ Minimum Antennas. Wireless support structures (WSS) up to 80 feet – 2 antennas minimum. WSS between 81 and 100 feet – 3 antennas minimum. WSS 101 and 125 feet – 4 antennas minimum. WSS 126 feet or taller – 5 antennas minimum.
- ☐ Safety. All support structures shall be certified to comply with the safety standards contained in the Electronics Industries Association /Telecommunications Industries Association (EIA/TIA) document 222-F, or current standard, "Structural Standards For Steel Antenna Towers and Supporting Structures," or current standard, as amended, by a Registered North Carolina Professional Engineer. The use shall be totally enclosed by a security fence a minimum (6) feet high with 3-strand barbed wire or razor wire.

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- ❑ Setbacks. One foot for every 1 foot in linear height from any property line. WCF shall be a minimum 2,640 feet from any designated National Register of Historic Places.
- ❑ Height. Any WSS shall be 195 feet or less in height. The Moore County Board of Commissioners may permit a taller tower only if undisputable evidence is provided at application that the WCF service area will be so substantially compromised that there would be a requirement of additional WCFs within a distance of two (2) miles.
- ❑ Necessity. For all new WSS applications, a certification from the applicant's RF engineer that it is not reasonably feasible (technically or commercially impractical or the owner of the WSS is unwilling to enter a contract at fair market value) to co-locate new antennas and equipment on an existing WSS within the geographic search area.

I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests or information as designated by the County of Moore Zoning Administrator.

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

Office Use Only:

PAR ID: \_\_\_\_\_

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date